



TRAINING OPPORTUNITY
Detrick Center for Training and Education Excellence
Fort Detrick, MD

Course Title: Federal Budget for Non Budget Personnel

Date / Location / Hour: 09 Mar 04 / DCTEE, Classroom 2, Bldg. 1520, Fort Detrick, MD / 0800-1600

Registration Deadline: 24 Feb 04

Call the Course Manager if you have a nomination but have missed the suspense; there may still be spaces available.

Cost: \$105 per participant based on a maximum of 15 participants

Vendor: Lausanne Institute, Kennett Square, PA

Description: This is a Total Quality Program in line with Army Performance Improvement Criteria 2003 (APIC). "Employees success depends increasingly on having opportunities for personal learning and practicing new skills." This course will help every employee gain insight and understanding of how the Budget Process affects everyday agency performance, and provide the skills to enhance the overall knowledge and understand of the importance of the budget as it applies to workplace operations

Course Content:

- The key concepts of budgeting - Receipts, Outlays, etc.
- The Appropriation Process
- Phases of Budgeting
- Budget Preparation
- The Obligation Based Budget System
- Budgeting Inputs - President, Congress, OMB, Agency, etc.

Delivery Methods:

- Lecturettes
- Practical exercises
- Discussion

Benefits: After attending this class, the participants will be able to:

- Follow the budget process from inception to execution
- Understand how the budget effects the way decisions are made
- Understand the political implications
- Use the skills acquired for job enhancement

Who should attend: Anyone interested in having an understanding of the budget process and how the process impinges on everyday decisions, and in developing job competency skills in line with performance improvement criteria that will give them an edge in knowledge acquisition.

Check your Army Civilian Training Education and Development System Plan at <http://cpol.army.mil/train/acteds> to see if course will satisfy the core competency requirements in your Career Program or Career Field.

Course Manager: Tel. 301-619-3360. Fax 301-619-2884. E-Mail: USAGDCTEE@det.amedd.army.mil

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37.

Do not attend unless you have received confirmation from the course manager prior to the start of the course. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

Notes:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).